



# PROGRAM SPONSOR ALERT

Date: December 14, 2009

Number: 09-14

Subject: Modified Preliminary Administrative Services Credential  
Program Standards Adopted and Implementation  
Guidelines

## Summary

On August 6, 2009 the Commission on Teacher Credentialing took action to adopt modified *Preliminary Administrative Services Credential Program Standards*. This notice provides information on the implementation of the modified standards and notice that the revised *Handbook* has been posted on the Commission's web page.

## Background

The goal in modifying the Preliminary Administrative Services Credential program standards was to remove the required elements, while ensuring that no significant content is removed from the standards. The formal process for reviewing and revising the Administrative Services Program Standards according to the Commission's adopted schedule will be in 2013.

The *Administrative Services Programs Handbook* has been updated to include the modified standards. In addition the *Handbook* has been updated with the Commission's revised Common Standards (2008) and updated information related to Guidelines-based Clear Administrative Services Programs.

## Implementation Plan

Approved Preliminary Administrative Services programs do not need to re-submit their program narrative for review under the modified standards. Rather, approved programs should begin to use the modified standards now and reformat or reorganize the narrative responding to the Preliminary Administrative Services program standards. The revised narrative will be reviewed during the Program Assessment portion of the Commission's accreditation activities.

When an institution submits a narrative addressing the modified program standards (2009) the Program Assessment readers will review the narrative against the modified standards. If a program submits a narrative responding to the 2003 standards, the Program Assessment readers

will review the document against the 2003 standards. The 2003 standards are more extensive and prescriptive than the modified 2009 standards.

Because the institutions in the Red cohort have already submitted Program Assessment documentation, the Violet cohort is the first cohort that may utilize the modified standards. It is understood that updating a program narrative is substantial work and takes time to complete. Therefore, institutions in the Violet cohort have the option to submit a narrative that responds to the 2003 or the 2009 Preliminary Administrative Services Program Standards.

**Program Assessment Narratives and which  
Preliminary Administrative Standards need to be Addressed**

<b>Cohort</b>	<b>Program Assessment Documentation Due</b>	<b>Preliminary Administrative Standards</b>
Red	October-December 2009	2003
Violet	October-December 2010	2003 or 2009
Indigo	October-December 2011	2009

Beginning in Fall of 2011 institutions in the Indigo cohort must submit a program narrative that addresses the modified Preliminary Administrative Services Program Standards (2009).

**References**

*Administrative Services Handbook:* <http://www.ctc.ca.gov/educator-prep/STDS-prep-program.html>

*August 2009 Commission Agenda item:* <http://www.ctc.ca.gov/commission/agendas/2009-08/2009-08-2B.pdf>

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